

NOTICE TO CONSULTANTS REQUEST FOR CONSULTANT SERVICES

The City and County of Honolulu, Department of Transportation Services, is seeking a qualified consultant (professional civil engineer) for the Transit Street Improvements Study and Demonstration project (Project No. 2009078).

The project is funded with 100% local funds, and shall comply with all State DOT requirements.

PROJECT BACKGROUND: Traffic congestion makes it increasingly difficult to provide efficient, timely transit service to the public. It is necessary to find ways that transit trips can be on-time and travel time reduced in order for transit to be considered an attractive mode of choice. The corridors to be studied include areas with the most inadequate surface transportation and areas with very high volumes of bus transit.

PROJECT LOCATION: The project is located at various congested transit corridors in Honolulu, Hawaii.

PROJECT PURPOSE: The purpose of the project is to develop a comprehensive report documenting the cost/benefit of relatively low capital cost improvements such as transit signal priority and other traffic alternatives resulting in a plan of implementation designed to achieve greater efficiency and viability for transit in Honolulu.

SCOPE OF SERVICES:

1. General: The overall scope of work is to study the feasibility of the creation of transit signal priority in the most congested portions of existing transit service at peak travel periods during the day. In addition, study traffic alternatives that could serve to enhance transit operations including transit priority lanes. The role and responsibilities of the Consultant may include, but are not limited to the following:
 - Becoming familiar with existing bus operations and review data requirements. Gather any necessary data that is unavailable.
 - Analyze impacts and develop plans for implementation.
 - Review the use of traffic engineering solutions/relatively low cost capital projects.
 - Prepare operation plans for a demonstration project designed to definitively measure net effect of improvements. Prepare, document and submit draft and final reports.
2. Qualifications: The Consultant shall demonstrate experience in the following required areas:
 - Traffic signal operation and signal priority systems.
 - Bus transit synchronization operation.
 - Bus transit schedule and operation.
 - GPS based systems.
 - Hardware configuration analysis and design including system architecture, interfaces, communications, and equipment.
 - Development of proper sequencing and coordination of the installation of various subsystems, if necessary.

Qualified firms interested in being considered for the above contract are invited to submit their qualifications in accordance with the Guidelines for Preparing Consultant Qualifications for Traffic Engineering Division Projects. In accordance with Section 103D-304, HRS, qualifications should include the following:

- (1) The name of the firm or person, principal place of business, and location of all of its offices;
- (2) The age of the firm and its average number of employees over the past five years;
- (3) Proposed staff commitment and descriptions of their roles and responsibilities;

- (4) The education, training and qualifications of the proposed staff and key members of the firm;
- (5) The proposed approach to conduct the project;
- (6) Past performance on projects of similar scope for public agencies or private industry;
- (7) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year for similar type of projects;
- (8) Records of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;
- (9) Any other pertinent information that should be considered in the evaluation of the firm's qualifications; and
- (10) Any promotional or descriptive literature which the firm desires to submit.

**GUIDELINES FOR
PREPARING CONSULTANT QUALIFICATIONS
FOR
DEPARTMENT OF TRANSPORTATION SERVICES PROJECTS**

The Department of Transportation Services (DTS) has developed guidelines to standardize the preparation of consultant qualifications. The purpose of these guidelines is to help assure consistency in format and content of consultant qualifications submitted to DTS. This process should reduce the time requirements for the consultants in preparing a qualification submittal and will simplify the review process by DTS personnel.

In order for the DTS consultant selection committee to evaluate each qualification properly, it is very important that each submittal be clear, concise and follows the recommended format. A maximum total of 100 points is available for each submittal. Points for each section are as shown in the following table.

QUALIFICATIONS FORMAT REQUIREMENTS

<i>Criteria</i>	<i>Points</i>	<i>Max. No. of Pages</i>
Introductory letter, number of years in business, references and office locations	0	2
Professional qualifications necessary for satisfactory performance of required services	45	4
Specialized experience and technical competence in the type of work required		
Past performance on contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules	26	2
Capacity to accomplish work in the required time	24	2
Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project	5	2
MAXIMUM TOTAL	100	12*
Appendix: Resumes of key personnel		1 pg/person maximum
Appendix: Company brochure (optional)		

- * Number of pages per proposal may vary depending upon the nature of the project or service contract, but must total no more than 12 pages and no more than the maximum number of pages per criteria shown in the above table, excluding appendices, table of contents, and tabs.

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times font or similar preferred). Any proposal exceeding the 12-page limit or maximum number of pages per criteria, unless otherwise stated in the RFQ, receives a 5-point penalty for each page over the limit.

QUALIFICATIONS EVALUATION CRITERIA FOR CONSULTANT SERVICES

The criteria presented below will be used for evaluating interested consultants:

1. Professional qualifications necessary for satisfactory performance of required services.

The project engineer must have experience in managing projects of similar nature and scope, and shall be a professional civil engineer licensed in the State of Hawaii unless stated in the RFQ. The project engineer's resume must be included in the Appendix.

The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel or subconsultants. The qualification shall identify the project team composition, project leadership, reporting responsibilities, and address how subconsultants will fit into the management structure. Resumes of key team members, limited to one page per person, must be included in the Appendix.

Note: This information includes the qualifications of the individuals and subconsultants, and a list of applicable past projects the consultant worked on. The selection is made on the team, and not just the prime consultant.

2. Specialized experience and technical competence in the type of work required.

List the specialized experience and technical competence of team members (consultants and subconsultants) in the type of work required.

3. Past performance on contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.

The consultant shall include a list of all similar projects that the consultant worked on and successfully completed. Include the name, contact person and telephone number of the government and/or private agencies, and how cost control and schedule compliance issues were addressed.

4. Capacity to accomplish the work in the required time.

The consultant must demonstrate that sufficient knowledgeable staff is available and that any subconsultant hired by the consultant is experienced and capable of performing the work. The consultant shall include a list of current projects, which shall include the start and estimated consultant contract completion dates of the projects. The consultant shall also identify key team members, including the project manager and any subconsultants.

5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.

Some or all of the proposers will be invited to conduct discussions and/or interviews with the City and County of Honolulu staff and selection panel.

Financial obligations of the CITY are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the CITY.

It is anticipated that this contract will be on a task work order basis. Each task order will have its own notice to proceed, and is contingent upon funding.

The work described in this RFQ represents the scope of services by Department of Transportation Services to fully complete its goals, as known at this time. Circumstances may arise, however, in which funding may not allow for all of the identified tasks within the scope of work to be initiated, thereby requiring immediate termination of any contract resulting from this RFQ without liability or penalty to the CITY. Conversely, circumstances may give rise to additional funding being made available, thereby allowing completion of additional, not yet, identified tasks, to be completed.

Until and unless either of the above circumstances occurs, the selected consultant is expected to execute only the services detailed and agreed to in the resulting contract, its task orders and its associated scope of work.

After submitting the RFQ, except as the City may otherwise agree, no changes shall be made in the key personnel. If, for any reason beyond the control of the consultant, it becomes necessary to replace any of the key personnel, the consultant shall provide as a replacement a person of equivalent or better qualifications for approval by the City.

This list may be used for other similar projects.


Any inquiry regarding the project should be directed to Mr. Pierson Koike at (808) 768-8375.

Public Transit Division
Department of Transportation Services
City and County of Honolulu
650 S. King Street, 3rd Floor
Honolulu, Hawaii 96813

Eight (8) copies of the qualifications should be sent to:

WAYNE Y. YOSHIOKA, Director
Department of Transportation Services
City and County of Honolulu
650 S. King Street, 3rd Floor
Honolulu, Hawaii 96813

and must be received no later than 4:30 p.m., HST, April 23, 2010.


For WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu